

UC Davis Bidding Guidelines for All Funding Sources

Category	\$0 - \$9,999.99 *	\$10,000 - \$49,999.00	\$50,000 - \$100,000	> \$100,000
Goods	<p>For APO and PCard engagement</p> <p>Purchasers responsible for determining price reasonableness</p> <p>For Procurement engagement</p> <p>Informal Quote</p> <p>Buyer verifies price if necessary</p> <p>Buyer determines price reasonableness</p>	One (1) Formal Quote required	Two (2) Formal Quotes required ***	<p>RFP or Formal Bid, May Leverage GPO (if Competitively Bid) ***</p> <p>Award will be made by the following:</p> <ul style="list-style-type: none"> - Lowest Cost - Cost per Quality Point - Best Value
Services		If department does not provide quote, buyer will obtain **	RFP Recommended, may be appropriate depending on complexity and opportunity	
Capital Equipment		May leverage GPO	If department does not provide quotes, buyer will obtain **	
Consultants		Buyer determines price reasonableness	Buyer determines price reasonableness	
		3 or more Formal Quotes required		

* Note: Per OMB clarification M-18-18 (Micro-purchase limit \$10,000)

** Note: To expedite, department should provide quote(s). Increased processing time is required if buyer obtains quote(s).

*** Note: In lieu of competition, the department may submit a Sole Source Justification

The Sole Source Justification (SSJ) form is found at http://afs.ucdavis.edu/our_services/contracting-services/forms.html

Sole Source Requests in excess of \$500K must have the Department Dean's or Vice Chancellor's signature approval on the SSJ.

All KFS procurement documents (PO / PA) must include supporting documentation to demonstrate policy compliance (Quotations, RFP attachments, GPO attachments, etc.) in the electronic file at the time of issue.

Definitions:

Formal Quote	A proposal with price/delivery/terms provided on company letterhead or company stationary. Typically, formal quotes will include a quote number, payment terms, delivery terms, expiration date of quote, terms and conditions, etc.
Informal Quote	A proposal with pricing/terms provided verbally (e.g. phone) or in writing (including eMail).
GPO / Purchasing Cooperative	An entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors (usually competed) based on the collective buying power of the GPO members, i.e., E&I, US Communities, NASPO and others.
Factors Determining Price Reasonableness:	
Price comparison	A buyer has obtained and documented quotes or offers within the last 12 month period from other responsible suppliers, which provides evidence that a price obtained is deemed fair and reasonable.
Catalog or Market Pricing	The price offered is supported by an established and verifiable catalog or market pricing media issued by a responsible supplier and/or through an established reputable forum. In addition, the pricing structure provided is one that a prudent buyer would accept as a reasonable representation of existing market value.
Controlled Pricing	The price offered is set by law or regulation; competitively bid master, statewide contracts and Purchasing Cooperatives etc.
Historical Pricing	A buyer is able to demonstrate that other transactions occurring in the past (within a 12 month period) exist that shows that historical prices for similar acquisitions have yielded no material change in cost. Note: The definition of "material" for this technique is deemed greater than a 15% increased difference between current and historical pricing.